

Arianne Walton

SUMMARY

Detail-oriented Office Administrator with a proven track record of supporting daily operations, improving workflow efficiency, and providing exceptional administrative support. Skilled in scheduling, documentation management, financial tasks, and communication across all levels of an organization. Known for strong problem-solving abilities, organizational excellence, and a commitment to maintaining a productive, well-coordinated office environment.

EXPERIENCE

Dunham Electrical Edge - Office Administrator *Greeley, CO • 05/2023 - Current*

- Oversaw daily office operations, ensuring a smooth workflow between field electricians, project managers, vendors, and clients. Also managed schedules, work orders, and dispatching coordination for multiple crews, optimizing job efficiency and response times.
- Prepared estimates, proposals, change orders, and job documentation; maintained accurate project files and contract records.
- Handled invoicing, accounts payable/receivable, expense tracking, supported budgeting, and financial reporting. Maintained inventory and ordered materials, tools, and equipment, while coordinating closely with suppliers to prevent project delays.
- Assisted with HR tasks such as onboarding, timekeeping, payroll preparation, employee file management, implementing and updating company procedures, safety documentation, and compliance records, such as OSHA, licensing, insurance, taxes, etc.
- Utilized software such as QuickBooks, Microsoft Office, Google Workspace, Zoom, RealWork Labs, HouseCall, ServiceTitan, and Workiz.

Consolidated Electrical Distributors (CED) - Sales Associate/Customer Service *Denver, CO • 02/2023 - 05/2023*

- Set up new accounts, establish customer credit, and set up payment methods.
- Navigate accounts payable and receivable for customer accounts to submit payments and credits accordingly.
- Answered incoming telephone calls to provide store, products and services information.
- Managing the shipping and receiving of orders by filling orders, communicating

CONTACT

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SKILLS

- Customer Service Skills
- Expert in QuickBooks
- Expert in Microsoft Office
- Strong Organizational Skills
- Attention to Detail
- Time Management Skills
- Strong Adaptability
- Multitasking Proficiency
- Types 80 WPM

EDUCATION

**Business Technology -
Administrative Assistant**
Aims Community College
Greeley, CO • 11/2025

High School Diploma
Central High School
Baton Rouge, LA • 01/2010

CERTIFICATIONS AND LICENSES

- Driver's License, 11/01/15 - Present

expected delivery dates, and explaining stock-outs, back orders, and stock transfers.

- Processed sales transactions accurately using point-of-sale systems.
- Helped customers find specific products, answered questions, and offered product advice.

United Parcel Service (UPS) - Full Time Combination Driver

Commerce City, CO • 06/2022 - 01/2023

- Followed all applicable DOT regulations, including hours of service, driver rest periods, etc., and maintained current knowledge of applicable state/local traffic laws pertaining to commercial motor vehicles (CMV).
- Maintained the vehicle according to prescribed maintenance schedules, and ensured that cargo is loaded and unloaded safely and efficiently.
- Communicated with dispatch to receive updates and address delivery instructions promptly as well as communicated with customers regarding the delivery status of shipments, along with any problems or concerns related to deliveries.
- Performed other duties as assigned by management, such as preparing paperwork for loads, cleaning trucks, loading trailers, etc.

UPS - Warehouse Worker/Package Handler

Commerce City, CO • 08/2022 - 10/2022

- Lifting and sliding packages onto conveyor belts, rollers, chutes, etc. Loading and unloading packages onto the truck for delivery.
- Collaborated with team members to organize loads efficiently, and maintained a clean and safe working environment.
- Prepared trucks for delivery using efficient time management.
- Ensure that orders, procedures, and policies are carried out in regard to proper stacking and handling of the packages/boxes to keep their contents unharmed and intact.

Amazon DSP - ODA - Delivery Driver

Thornton, CO • 05/2022 - 08/2022

- Loading and unloading packages from delivery vehicles according to company guidelines.
- Delivering packages on foot or by vehicle to residences, businesses and lockers within a specified area and time constraints.
- Ensuring safe operation of company delivery vehicle by complying with federal and state regulations regarding vehicle operation, maintenance, and insurance requirements.

American Sign Company - Traffic Control Flagger

Denver, CO • 08/2021 - 05/2022

- Directing traffic around areas of disruption, such as roadworks, accidents, building sites and planned maintenance.

- Communicating via two-way radio with other road traffic team members, emergency response teams and construction workers to give and receive updates on traffic and conditions.
- Coordinating, setting up, managing and removing traffic control devices such as barricades, signs, cones, arrow boards, etc.

A-CWR Windshield Repair & Replacement - Administrative Assistant

Fort Collins, CO • 08/2020 - 08/2021

- Provided administrative services, including phone and email correspondence, making copies and handling incoming and outgoing mail and faxes.
- Entered and sorted data accurately after establishing data entry priorities and procedures.
- Interacted with vendors, contractors and professional services personnel to receive orders, direct activities and communicate management instructions.
- Coordinated office inventory by restocking basic supplies, recording needed warehouse inventory and by placing those purchase orders when needed.

Loaf N Jug - Cashier/Customer Service

Wellington, CO • 01/2020 - 08/2020

- Welcomed, greeted, and interacted with customers while offering friendly, knowledgeable assistance while resolving customer complaints in a friendly, service-oriented manner.
- Collaborated with team members in customer service, check out, stock control and overall store upkeep efforts.
- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Completed all cleaning, stocking and organizing tasks in assigned sales area including the checkout desk and displays while always maintaining high cleanliness standards for clean dining rooms, lobby's and service areas at all times.

Clean Queens - Administrative Assistant/Housekeeping

Denham Springs, LA • 12/2016 - 04/2018

- Oversaw personal and professional calendars and coordinated appointments for future events while utilizing personal and professional networks to identify, acquire and manage new clients.
- Execute basic banking and bookkeeping tasks while also filing paperwork and organizing computer-based information.
- Organized client homes prior to their arrival home and performed house sitting duties, including pet care.
- Handled incoming and outgoing correspondence such as, mail, emails, faxes, bills, invoices and completed appropriate actions while also answering a high volume of phone calls and email inquiries.

Blue Storm Pools LLC - Office Administrative Assistant/Receptionist

Baton Rouge, LA • 08/2014 - 09/2016

- Maintained HR records by recording new hires, transfers, terminations, changes in job classifications, and merit increases.
- Processed accounts receivable and accounts payable. Maintained, recorded all paychecks, invoices, bills, etc.
- Provided administrative services, including phone and email correspondence, making copies, and handling incoming and outgoing mail and faxes.
- Entered and sorted data accurately after establishing data entry priorities and procedures.
- Managed reception activities, including greeting visitors, answering phones, and maintaining the front desk in an organized manner.

Spas-R-Us - Office Administrative Assistant/Receptionist

Baton Rouge, LA • 03/2012 - 08/2014

- Recorded human resources data by managing records for new hires, transfers, terminations, and job classifications.
- Handled accounts receivable and payable processes, maintaining accurate records for all transactions.
- Delivered administrative services encompassing correspondence management and mail distribution.
- Prioritized data entry tasks to ensure accurate input and organization of information.
- Coordinated reception duties by welcoming visitors and ensuring a professional front desk atmosphere.
- Collaborated with vendors and contractors to manage orders and communicate necessary instructions from management.